

Department: Interior
Agency: National Park Service
Sub Agency: Lowell National Historical Park
Job Announcement Number: LOWE-DEU-CB-7-02

Overview

Historian or Museum Curator or Anthropologist

Salary Range: 68107 to 88543 USD Per Year

Open Period: 1/29/2007 to 2/16/2007

Series & Grade: GS-0190-12/12

Position Information: Full-Time Permanent

Duty Location: 1 vacancy - Lowell, MA

Who May Be Considered:

Applications will be accepted from United States citizens and nationals.

In order to assure proper consideration, you MUST clearly indicate the country of your citizenship in the application materials that you submit. Failure to address this requirement will deem you ineligible for consideration.

Job Summary:

This is a leadership position as the Division Chief of Cultural Resource Programs at Lowell National Historical Park. You will be instrumental in shaping and guiding a new program within the national park and community. This senior position will work within a team setting that will create the strategy and lead in the implementation of a dynamic cultural plan aimed at preserving and presenting the heritage of Lowell through partnership programs of research, documentation, archival preservation, field work, live performance, exhibition and publications. The Division of Cultural Programs includes an operation responsible for and coordination of a collection of over 800,000 historical artifacts; a park library; three museums thematically connected to the 19th and 20th century textile industry, labor, immigration, ethnicity, environmental history, and community building; a visitor center housing a theatre, visitor information and exhibitory; the Mogan Cultural Center (a partnership with the University of Massachusetts at Lowell) that reaches into the community to tell the human story of Lowell; an archaeological collection; a public art collection; a gallery space for changing exhibits; and indoor and outdoor spaces for ethnic demonstrations and traditional performances in dance, music and food.

THIS IS AN INTERDISCIPLINARY POSITION. THE PERSON SELECTED FOR THIS POSITION WILL BE APPOINTED IN ONE OF THE OCCUPATIONAL SERIES LISTED ABOVE.

Duties

Major Duties:

Your primary responsibility will be developing, coordinating, and implementing the park's cultural resource preservation and outreach programs. You will serve as a member of the Park management team to provide leadership, technical expertise and ensure coordination with all divisions engaged in issues related to cultural resources programs, i.e history, archeology, cultural conservation, ethnography, collections management, public art, performing arts, museum services, exhibit design, curatorial, civic engagement and historic preservation. You will be responsible for upholding National Park Service policies, procedures, practices in support of cultural resource protection and programming. You will develop short, medium, and long-term strategy for and lead efforts to ensure the rich and complete intellectual development of park historical and cultural programs. You will develop and lead exhibit and project teams, including

overseeing the work of consultants, contractors, education specialists, volunteers, interns and other advisors.

Qualifications and Evaluation

Qualifications:

BASIC REQUIREMENTS:

Historian, GS-0170, a degree in history; or a related field that included at least 18 semester hours in history. OR A combination of education and experience-courses relevant to a major in history, or a major in a related field that included at least 18 semester hours in history, as shown above, plus appropriate experience or additional education. In addition to meeting the basic entry qualification requirements, applicants must have one (1) year of specialized experience equivalent to the GS-11 level.

Anthropologist, GS-0190, a degree in an appropriate field of anthropology. OR A combination of education and experience-courses equivalent to a major, or a combination of courses totaling 24 semester hours in an appropriate field of anthropology, or related course work, plus appropriate experience or additional education. OR Four (4) years of appropriate experience in anthropology performing research, museum work, or similar professional work. In addition to meeting the basic entry qualification requirements, applicants must have one (1) year of specialized experience equivalent to the GS-11 level.

Museum Curator, GS-1015, a degree in museum work; or in an applicable subject-matter field. OR A combination of education and experience-courses equivalent to a major, plus appropriate experience or additional education. OR Four years of experience that provided knowledge comparable to that formally acquired through the successful completion of the 4-year course of study listed above. In addition to meeting the basic entry qualification requirements, applicants must have one (1) year of specialized experience equivalent to the GS-11 level.

Specialized experience is defined as experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

Applicants qualifying on the basis of their education MUST submit a copy of their college transcript OR a list of college courses that includes semester hours completed and final grade.

You must be a U.S. citizen to qualify for this position.

You will need to successfully complete a background security investigation before you can be appointed into this position.

This position may require strenuous physical activity including periods of standing, walking, climbing, lifting and carrying heavy objects.

How Will You Be Evaluated:

Applicants meeting basic eligibility requirements will be rated and ranked on the knowledges, skills and abilities, and other characteristics (KSAs) required to perform the duties of the position.

Please review the KSAs listed below carefully. Include in the write-ups such things as experience in and out of Federal service that gave you the specific knowledge, skill or ability; objectives of your work; and evidence of your success (such as accomplishments, awards received, etc.).

Qualified candidates will be assigned a score between 70 and 100, not including points that may

be assigned for veterans preference.

1. Experience in planning and implementing a complex and multidisciplinary cultural resource program. (define your role and responsibilities, cultural disciplines directed/worked with, and amount of funds/budget managed.)
2. Ability to develop successful partnerships, relationships, and collaborations with other cultural resource professionals and stakeholders. (Identify partnerships, define their purpose and your role.)
3. Project management experience in overseeing the work of others on cultural resource studies. (Define your role in project management, the complexity of the projects, and the contract dollar amount.)
4. Ability to effectively communicate orally.
5. Ability to effectively communicate in writing.

Benefits and Other Information

Benefits:

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.usajobs.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

Alternative work schedule options are available.

If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is run.

Other Information:

This position includes duties that are covered by more than one occupational field (series). If you work in any of the occupational fields identified or have education or experience in more than one of the fields, you may apply and will be considered.

You must submit all required information by the closing date. If materials are not received, your application will be evaluated solely on the information available and you may not receive full consideration or may not be considered eligible.

The materials you send with your application will not be returned.

Send only those materials needed to evaluate your application. Please do not place your application in a notebook or binder.

Before entering on duty, you will be required to complete a Confidential Financial Disclosure Report, OGE-450. You will need to provide the information annually.

New employees of the Department of the Interior must identify a financial institution for direct deposit of net pay within 30 days of entrance on duty or file for an agency waiver.

Department of the Interior (DOI) Career Transition Assistance Plan (CTAP) procedures apply in filling this vacancy. 5 CFR 330, Career Transition Assistance for Surplus and Displaced Federal Employees requires the following order of selection for this position: a) At bureau option personnel actions listed in 5 CFR 330.606(d); b) the selection of an employee from within a bureau and the same local commuting area (LCA) after eligible SSP applicants within that bureau and LCA have been given selection priority; c) any well-qualified SSP candidate who applies within the local commuting area (Surplus and displaced employees will be given equal consideration); d) at Bureau option, personnel actions not subject to RPL; e) qualified RPL candidates in the local commuting area ; f) at Bureau discretion, any other former displaced well-qualified DOI employee; e.g. a well-qualified RPL candidate who applies from outside the local commuting area; g) well-qualified ICTAP applicants in the local commuting area; h) other outside applicants (other agencies, nonstatus, etc.)

Applicants must provide proof of program eligibility in order to receive special selection priority.

An eligible CTAP applicant is determined to be well-qualified if he/she meets the following: OPM qualification standards for the position; all selective factors, where applicable; special qualifying conditions that OPM has approved for the position; is physically qualified with reasonable accommodation, where appropriate to satisfactorily perform the duties of the position upon entry; and is rated by the organization at least "85" or equivalent rating level on all quality ranking factors.

Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

You may be required on occasion to wear the prescribed National Park Service uniform in accordance with established policies and standards.

Government facilities are required to provide a smoke free environment for their employees. Smoking will be permitted only in designated areas.

Travel, transportation, and relocation expenses will not be paid by the Department. Any travel, transportation and relocation expenses associated with reporting for duty in this position will be the responsibility of the selected employee.

How to Apply

How to Apply:

You may submit your resume for this job online by selecting the 'Apply Online' button at the bottom of this announcement. Please note: your online resume may not be a complete application. Be sure to carefully read this announcement to see if additional information is required and how it should be submitted. If you do not use the online feature, you should send your resume, or Optional Form 612, along with any other required documents to the address shown below.

Mail your applications so it will be postmarked by closing date and received within five (5) working days of that date. If hand delivered, be sure your application is received by closing date.

To apply online, read the announcement carefully and note any rating factors or KSAs that will need a response. From the announcement, select Apply on Line. You will need to log on to access your existing resumes or to create a new one and then submit it for consideration.

Applicants who do not submit the required items will not be considered. Applicants will not be contacted for additional information if their applications are incomplete or inadequate.

Application mailed using government postage or through an internal federal government mail system will not be considered.

Contact Information:

Catherine Burkhart
Phone: 978-275-1716
Fax: 978-275-1731
Internet: catherine_burkhart@nps.gov

Or Write:

National Park Service
Lowell National Historical Park
67 Kirk Street
Lowell MA 01852-1029
USA

What to Expect Next:

Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. You will be notified of the outcome.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Veterans Information

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between

August 2, 1990, and January 2, 1992.

The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference will need to submit Form SF-15, Application for 10-point Veterans' Preference.

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the VetGuide.

[Legal and Regulatory Guidance](#)

Social Security Number - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials, will result in your application not being processed.

Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature - Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

Selective Service - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.